



## MINISTRY OF FINANCIAL SERVICES & COMMERCE

# PUBLICATION SCHEME 2024

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<u>Section 1: About the Publication Scheme</u>	1
<u>Section 2: Information that may be withheld</u>	2
<u>Section 3: Methods of access</u>	3
<u>Section 4: Fees and charges</u>	5
<u>Section 5: Requests for information outside the publication scheme</u>	6
<u>Section 6: Complaints</u>	6
<u>Section 7: Categories of information</u>	7
• <u>About Us</u>	8
• <u>Strategic Management</u>	15
• <u>Finance &amp; Administration</u>	17
• <u>Policies &amp; Procedures</u>	19
• <u>Decisions &amp; Recommendations</u>	19
• <u>Lists &amp; Registers</u>	20
• <u>Our Services</u>	20

# ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Act has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Ministry of Financial Services and Commerce to making information available to the public as part of its normal business activities.

The Ministry of Financial Services and Commerce will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public; and
- regularly review and update the information made available under this scheme.

# INFORMATION THAT MAY BE WITHHELD

The Ministry of Financial Services and Commerce will generally not publish:

- information in draft form;
- information that is not held by the Ministry of Financial Services and Commerce, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access; and
- information that is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matters will be published in a redacted form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in section 7: Categories of information.

Information will only be withheld where the FOI Act expressly permits it.

For example: where disclosure would breach the Act of confidentiality, infringe personal privacy, harm the Ministry of Financial Services and Commerce (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

- If you wish to complain about any information which has been withheld, please refer to Section 6: Complaints.

# METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

### Online & E-mail

Many of our documents are published electronically on our website and can be downloaded in PDF format. You can browse our website at <http://www.mfs.ky> or use its “Search” facility to locate documents. If you are still having trouble locating information listed under our scheme, please contact the Information Manager by e-mail at [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky) or by phone at (345) 244-3691, (345) 244-6639 or (345) 244-3179.

### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 244-3691, (345) 244-6639 or (345) 244 3179 to request information.

### Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

The Information Manager  
Ministry of Financial Services and Commerce  
3rd Floor, Government Administration Building  
P.O. Box 126  
Grand Cayman KY1-9000  
CAYMAN ISLANDS

In your request, please provide your name and address, and full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fees. (See section 4: Fees and charges for further details.)

# METHODS OF ACCESS

### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in section 7: Categories of information, and relevant contact details will be provided in that section.

### Advice and assistance

Please refer to our Disclosure Log on our website at <http://www.mfs.gov.ky> first, as the information that you are seeking may have already been published.

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky) or (345) 244-3691, 244-6639 or 345) 244-3179.

The Ministry of Financial Services and Commerce will adhere to its obligations under section 10 of the FOI Act, and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Ministry of Financial Services and Commerce is legally required to translate any information, it will do so.

The Ministry of Financial Services and Commerce will endeavour to make as much information available on its website as possible, however, if you are seeking information that is not posted there, or if you would prefer to view the information in hard copy in person, arrangements can be made to do so by appointment in the privacy of our conference room.

In order to make an appointment, you can contact the Information Manager by e-mail at [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky) or by phone at (345) 244-3691/244-6639.

# FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public.

The Ministry of Financial Services and Commerce strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information that is published online, downloaded through a website, or sent to you by email will be provided **free of charge**.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

### Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of CI\$1.00 per page (black and white; any size) and CI\$1.50 per page (colour; any size). Computer discs will be charged at a rate of CI\$2.00 per disc.

### Postage costs

The Ministry of Financial Services and Commerce will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within Section 7: Categories of information.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry of Financial Services and Commerce has received your payment.

## SECTION 5

# REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the Ministry of Financial Services and Commerce that is not published under this scheme can be requested by:

Writing to the Information Manager, Ministry of Financial Services & Commerce, 3rd Floor, Government Administration Building, P.O. Box 126, Grand Cayman KY1-9000, CAYMAN ISLANDS;

Sending an e-mail to the Information Manager, Ministry of Financial Services & Commerce at [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky);

Visiting our offices on the 3rd Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS, or

you can also refer online to: <http://www.mfs.ky> Within the FOI Section of the website you will find information on making a request.

In all instances, your request will be considered in accordance with the provisions of the FOI Act.

## SECTION 6

# COMPLAINTS

The Ministry of Financial Services and Commerce aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Information Manager at [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky) or at (345) 244-3691/244-6639, and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Office of the Ombudsman,  
3rd floor, Anderson Square  
64 Shedden Road, George Town  
Grand Cayman, Cayman Islands  
P.O. Box 2252  
Grand Cayman, KY1-1107  
CAYMAN ISLANDS  
Telephone: 345 946 6283  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)





# CATEGORIES OF INFORMATION

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

## Name of Public Authority

Ministry of Financial Services and Commerce

## Key Personnel

### Deputy Premier & Minister

**Honourable André Ebanks, MP**

3rd Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 126  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-244-2230

### Chief Officer

**Dax Basdeo, Ph.D., JP**

3rd Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 126  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-244-2436

### Deputy Chief Officer

Operations and Administration

**Dr Josette Lawrence**

3rd Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 126  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-244-2282  
E-mail: [josette.lawrence2@gov.ky](mailto:josette.lawrence2@gov.ky)

### Deputy Chief Officer

Maritime and Commerce

**Kathryn Dinspel-Powell**

3rd Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 126  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-244-3183  
E-mail: [kathryn.dinspel-powell@gov.ky](mailto:kathryn.dinspel-powell@gov.ky)

### Director of Regulatory Affairs

**Andrea S. Proctor**

3rd Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 126  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-244-2207  
E-mail: [andrea.proctor@gov.ky](mailto:andrea.proctor@gov.ky)

### Information Manager

**Mellisa Layne**

E-mail: [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky)  
Phone: (345) 244-3691

### Deputy Information Manager

**Arifa Hameed**

E-mail: [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky)  
Phone: (345) 244-6639



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## Organisation and Function

The Ministry of Financial Services and Commerce is primarily responsible for:

The development, articulation, and multi-agency coordination of policies and legislation that support wider Ministry strategies and departmental sub-strategies. On both the Ministerial and Departmental levels, these strategies provide the platform for economic growth, and for the robust practice of international regulatory standards that characterise Cayman's financial services industry.

### How to Contact Us:

Ministry of Financial Services & Commerce  
3rd Floor, Government Administration Building,  
P.O. Box 126, Grand Cayman KY1-9000, CAYMAN ISLANDS  
Phone: (345) 244-3179 / 244-3691 / 244-6639  
E-mail: [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky)  
Website: [www.mfs.ky](http://www.mfs.ky)

### FOI Responsibilities

There are five departments under the Ministry's remit in addition to a number of boards, committees and councils. The General Registry, the Department of Commerce and Investment and the Department for International Tax Cooperation) handle their own FOI requests and the Ministry deals with internal reviews of these agencies in the event that an applicant is dissatisfied with the response received. FOI responsibilities for the Cayman Islands Intellectual Property Office and the National Maritime Secretariat are handled by the Ministry. Refer to Section 5: Requests for information outside the Publication Scheme for guidance on making an FOI Request to the Ministry.

### Ministry Overview

The remit of the Ministry of Financial Services and Commerce is broad, covering the financial services sector including local commerce as well as the aviation and maritime industries.

The Ministry develops commercial and regulatory policy and legislation in these areas as well as provide a number of services in support of these industries. To accomplish this, there are four core entities in the Ministry that develop high-level policy, legislation, and processes, and provide administrative support, to meet the Ministry's goals; and the Ministry's five operational entities, which put these policies and legislation into action.

The core and operational entities are equally important, and interdependent. The Ministry also oversees five Statutory Authorities and Government Companies (SAGCs), which are semi-autonomous bodies, with the Cayman Islands Government as the sole shareholder.



## Core Ministry

*Policy and Communications Unit (PCU):* Provides Government with policy advice; legislative development; and strategic, operational and administrative communications and public affairs. The unit is the main channel for financial services industry relations, typically conducted through consultation; and for relations with key financial services stakeholders including global regulatory bodies, elected officials and high-ranking department staff in foreign governments; media, and the local public.

*Trade and Commerce (TCU):* Supports the work of the Maritime Authority and the Civil Aviation Authority and provides Government with policy advice and legislative development relative to the maritime and aviation sectors, and for domestic commerce.

*Regulatory Affairs Unit (RAU):* Provides strategic guidance and IT support to the Ministry's operational agencies (General Registry, the Department of Commerce and Investment, and the Department for International Tax Cooperation), as they implement policy and legislation developed by the PCU and CMU units, and as approved by Government.

*Operations and Administration Unit (OAU):* Ensures that the Ministry and its agencies comply with Government policies, legislation, processes and best practices for Human Resources, Records and Information Management, Financial Management and Administration, in support of the Ministry's strategic and operational goals.

## Departments

A summary of each department's role in the ministry and activities is provided below.

### *General Registry*

The role of General Registry is to facilitate registration of financial structures and vital events in compliance with the relevant Acts, policies and procedures. The scope of activities includes:

- Registration of varying forms of financial structures and vital events according with relevant legislation and policies.
- Identification of initiatives to enhance the services offered to the financial services sector and the wider community.
- Provision of information recorded on the registers according to established policy and legislation.

- Registration of varying forms of financial structures and vital events according with relevant legislation and policies.
- Identification of initiatives to enhance the services offered to the financial services sector and the wider community.
- Provision of information recorded on the registers according to established policy and legislation.
- Participation in the development of policies and legislations relative to the registers managed and maintained by the department.
- Maintenance and improvement of storage mediums and facilities for records to ensure that vital events statistics and other information is readily available now and, in the future
- Maintenance of a centralized platform for beneficial ownership information.
- Regulation of non-profit organizations

Website: [www.ciregistry.gov.ky](http://www.ciregistry.gov.ky) Telephone: (345) 946-7922 Fax: (345) 949-0969

#### *Department for International Tax Cooperation*

Department for International Tax Cooperation is responsible for Cayman's compliance with international obligations in tax matters and information exchanges with countries overseas. It also works to improve and support local and international compliance with international tax standards via active participation, and representation on behalf of Cayman's government, in discussions at the global regulatory level.

Website: [www.ditc.ky](http://www.ditc.ky) Telephone: (345) 244-2215

#### *Department for Commerce and Investment*

The Department for Commerce and Investments provides business licensing services to specified sectors, ensuring compliance of licensed businesses with local commerce legislation and local and international standards. This includes administration and issuance of Trade & Business Licenses, Local Company (Control) Licenses, Tobacco Permits, Liquor Licenses, Public Film Exhibition Premises Licenses and Special Economic Zone Company Licenses. These services, in conjunction with the regulatory and enforcement activities that the Department of Commerce and Investment undertakes, are critical to ensure that there is a robust framework to support the growth and success of the local business environment.

Website: [www.dci.gov.ky](http://www.dci.gov.ky) Telephone: (345) 945-0943



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### *The Cayman Islands Intellectual Property Office*

The Cayman Islands Intellectual Property Office is a unit under the Ministry of Financial Services and Commerce (MFSC) responsible for the administration of all intellectual property rights. The CIIPO provides registration services for trade marks, patents and designs. The CIIPO is also responsible for licensing the use of orphan works under its Copyright Orphan Licensing scheme and licensing persons to act as registered agents.

Website: [www.ciiipo.ky](http://www.ciiipo.ky)

Telephone: (345) 946-7922

### *National Maritime Affairs Secretariat*

National Maritime Affairs Secretariat provides strategic level oversight, coordination, monitoring and support to all stakeholders contributing to the ongoing delivery of the National Maritime Strategy, to ensure compliance with all relevant international conventions related to Maritime Administration involving Port, Coastal and Flag State activities. NMAS also identifies potential benefits to enable the holistic development of the Cayman Islands' maritime sector.


Telephone: (345) 244-3183

## **Statutory Authorities and Government Companies (SAGCS)**

SAGCs are semi-autonomous bodies, with the Cayman Islands Government as the sole shareholder. Each has its own governing body (generally a board of directors), which is appointed by Cabinet.

The duties and powers of statutory authorities and government companies are set out in Part V of Public Management and Finance Act, but also the Public Authorities Act. Each statutory authority is established under its own enabling legislation, which establishes the details of its governance. Government companies are created under the Cayman Islands Companies Act and its governance is set out in its Memorandum and Articles of Association required by the act.

*Cayman Islands Monetary Authority (CIMA):* CIMA is one of Cayman's financial services industry regulators and supervisors, with oversight for banking and related services; fiduciary services; insurance companies; investment funds and fund administrators; securities investment businesses; persons to serve as directors, officers and managers of licensed entities; and auditors of regulated entities. It assists overseas regulatory authorities, including by executing memoranda of understanding to assist with consolidated supervision; and advises Government, through the Ministry, on monetary, regulatory and cooperative matters.



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*Cayman Islands Stock Exchange (CSX):* CSX is a leading, globally focused, specialist exchange that is a gateway to global markets. It lists corporate debt securities, specialist debt securities, retail debt securities, equity securities, derivative warrants, investment funds, depositary receipts, and secondary listings.

*Auditors Oversight Authority (AOA):* AOA regulates and supervises auditors of market-traded companies. The AOA is completely independent of the accounting and auditing profession.

Maritime Authority of the Cayman Islands (MACI): MACI functions as the maritime administration of the Cayman Islands and as such discharges, on behalf of the CIG, the range of responsibilities and services normally associated with such a maritime administration, in serving the global shipping community. It is also responsible to the UK Secretary of State via the UK's Department of Transport to ensure effective implementation of relevant international maritime and related conventions that have been ratified by the UK Government and extended to the Cayman Islands.

*Civil Aviation Authority of the Cayman Islands (CAACI):* CAACI's role is safety oversight and economic regulation of Cayman's aviation industry, by ensuring compliance with the standards and best practices required by the International Civil Aviation Organization (ICAO).

## Boards

### Auditors Oversight Authority

Chairperson - TBA  
Deputy Chairperson/Director – Alister Mason  
Director - Kenneth Jefferson  
Director - Sue Winspear  
Director - Glen Wigney  
Acting Managing Director - Paul Anderton

### Air Transportation & Licensing Authority

Woodrow Foster – Chairperson  
Joannah Bodden Small – Deputy Chairperson  
Rollin Jackson - Member  
Nicoela McCoy - Secretary  
Andre Scott - Member  
Marcus Cumber – Member

### Cayman Islands Monetary Authority

Garth MacDonald - Chairperson  
Johann Moxam – Director  
Sabrina Foster – Director  
Helen Dombrowsky – Director  
Vaughan Carter – Director  
Anna Goubault – Director  
Ormond A. Williams - Director  
Dax Basdeo – Director  
Cindy Scotland, OBE – Managing Director

## Boards

### Maritime Authority of the Cayman Islands

Ian Wight – Chairperson  
Caroline Barton – Deputy Chairperson  
Bruce Rosenblatt – Director  
Stefano Rosina – Director  
Charles Clifford – Director  
Jennifer Stein – Director  
Sherice Arman – Director  
A. Joel Walton, JP - Chief Executive Officer

### Special Economic Zone Authority

Paul Byles – Chairperson  
Anthony Ritch – Deputy Chairperson  
Langlie Powery – Member  
Ridhiima Kapoor – Member  
Cora Grant-James – Member  
Arikka Farley – Member

### Liquor Licensing Board (SI)

Nathaniel Tibbetts – Chairperson  
Dave Tatum – Deputy Chairperson  
Tisa Dixon – Member  
Sheldon Scott – Member  
Maxine Mc.Coy Moore – Member

### Liquor Licensing Board (GCM)

Noel Williams – Chairperson  
Chanda Glidden – Deputy Chairperson  
Arleth Gould – Member  
Alric Lindsay – Member  
Denise Watson-Campbell – Member  
Shakkira Connor – Member  
Randy Moore – Member

### Trade and Business Licensing Board

Anne Storie – Chairperson  
Joel Burke – Deputy Chairperson  
Trisha Johnson – Member  
Reginald Delapenha – Member  
Brian Barnes – Member  
Michelle Coleman – Member

### Trade and Business Appeals Tribunal

James Stenning – Chairperson  
Josephine Habib – Deputy Chairperson  
Kris Bergstrom – Member  
Dara Flowers-Burke  
Clyde Allen – Member  
Alicia Reid – Secretary

### Cayman Islands Stock Exchange

Anthony Travers – Chairperson  
Nick Freeland – Member  
Roisin Addlestone – Vice Chairperson  
Sophia Dilbert – Member  
Mark Lewis – Member  
Marco Archer – Member  
Dax Basdeo – Member  
Barry Smith – Member

### Civil Aviation Authority Board

Ian Pairaudeau – Chairperson  
Kathryn Dinspel-Powell – Public Service Representative  
Ms. Sherice Arman – Deputy Chairperson  
Mr. William Mc Taggart Jr – Member  
Ms. Gina Berry – Member  
Mrs. Deloris Gordon – Public Service Representative  
Mr. Richard Smith – Ex-Officio Member  
Mr. Joel Burke – Director  
Ms. Kristen Watler-Miller – Director

## Committees

### Financial Services Legislative Committee

Charles Jennings – Chair  
Alasdair Robertson – Secretary  
Members are drawn from local law firms as needed




## Governance

The following legislation and regulations inform and direct the functions and activities of the Ministry:

- The Public Management & Finance Act (2020 Revision) & Financial Regulations (2024 Revision)
- The Public Service Management Act (2018 Revision) and Personnel Regulations (2022 Revision)
- Public Service Pensions Act (2023 Revision)
- The National Archive and Public Records Act (2015 Revision) & Regulations (2007)
- The Freedom of Information Act (2021 Revision) & the Freedom of Information (General) Regulations, (2021 Revision)
- The Freedom of Information (Information Commissioner) Regulations (2008)
- The Cayman Islands Data Protection Act, (2021 Revision) & Data Protection Regulations (2019)
- The Cayman Islands Constitution (Amendment) Order (2020)
- Companies Act (2023 Revision)
- Auditors Oversight Act, (2020 Revision)
- Monetary Authority Act (2020 Revision)
- Stock Exchange Company Act (2014 Revision)
- Trade and Business Licensing Act (2021 Revision)
- Tax Information Authority Act (2021 Revision)

You can access some of these documents on the Government website at [www.gov.ky](http://www.gov.ky) Gazettes. However, if you do not find the Act that you are looking for you can purchase it from the Legislative Department at cost. That Department can be contacted at:

Address: P.O. Box 890  
33 Fort Street, George Town,  
Grand Cayman KY1-1103 (mail or drop in).  
Fax #: (345) 949-9514  
Website: [www.legislativeassembly.ky](http://www.legislativeassembly.ky)  
FOI E-Mail: [foi.lgl@gov.ky](mailto:foi.lgl@gov.ky)



To see how the Ministry of Financial Service and Commerce fits into the overall structure of Government, please use the same website above and follow the path Government/More About Government/ Government Organization Chart.

With the adoption of the 2009 Constitution, a new chapter was begun in the way the Cayman Islands is governed. The Constitution introduced a more balanced style of governance in the shape of increased consultation and accountability in the running of the country.

For more information on the constitutional changes, please go to the Government website [www.gov.ky](http://www.gov.ky) and follow the path Government/More About Government/Constitution. In addition, there is a Guide to the 2009 Cayman Islands Constitution which can be found at [http://www.constitution.gov.ky/portal/page?\\_pageid=1961,1&\\_dad=portal&\\_schema=PORTAL](http://www.constitution.gov.ky/portal/page?_pageid=1961,1&_dad=portal&_schema=PORTAL)

## **Corporate management**

These documents assist the Ministry with planning, oversight, and evaluation:

- MFSC Strategic Business Plan 2024-2025
- MFSC Work Programme 2024-2025
- Annual Report 2023
- Strategic Policy Statement 2024-2025
- Continuity of Operations Plan 2023

## Financial management

The following relate to the administration of the authority's monetary resources:

- Annual Budget 2024-2025 .
- Financial statements/half-yearly/quarterly reports – these are contained in the Annual Budget Statement.
- Sources of revenue; Investments; Capital programme – found in the Annual Budget Statement.
- Accounting procedures & contracting procedures – these can be found in the Public Management and Finance Act (2020 Revision) & Financial Regulations (2024 Revision) & in Government's Procurement Policy – see [www.gov.ky](http://www.gov.ky) Gazettes.
- Ministerial expenditure – available in the Annual Report or under Publication on <http://www.mfs.ky>

## Administration

The following documents pertain to the other administrative functions carried out within the authority:

- Press releases see <http://www.mfs.ky>
- Vacancies/ career opportunities see [careers.gov.ky](http://careers.gov.ky)

*Records management file plan or classification scheme:* a class of information refers to the practice of collecting similar types of information in the same location.

The Ministry of Financial Services and Commerce has grouped its classes of information into broad categories (or functions) which reflect the Ministry's core responsibilities and functions. If you are planning to make an FOI request, the following list provides you with an indication of the various types of information that we have.

## Ministry Functions

### Departmental Management

- Monitoring and accountability
- Coordination of budgets
- Advising
- Reviews
- HR oversight, support and audit/monitoring
- Budget coordination
- Planning and reporting
- Act revisions

### Internal Financial Management

- Accounting
- Acquisition
- Auditing
- Budgeting
- Funds administration
- Planning and reporting
- Policies and procedures
- Remuneration

### Internal Human Resources Management

- Audit
- Development and training
- Discipline
- Grievances and appeals
- Health and safety
- Performance management
- Policies and procedures
- Recruitment
- Talent management
- Reporting
- Staff administration
- Succession Planning

The following are the current written protocols used by the authority for carrying out functions, activities and delivering services can be accessed by contacting the Ministry FOI personnel at [foi.mfs@.gov.ky](mailto:foi.mfs@.gov.ky).

- Public Servant's Code of Conduct
- Complaints-handling
- Grievance Policy
- Bullying, Harassment & Discrimination Policy
- Professional Development Policy
- Procurement & Travel Policies
- Internal Accounting Policy
- Credit Card Policy and Expense Claim Form
- Information Security Policy
- Data Protection Policy
- Hybrid Working Policy
- Private Gainful
- Comp Time Policy
- MFSC Disposal Schedule

## DECISIONS AND RECOMMENDATIONS

- Minutes of departmental Meetings
- Minutes of Staff Meetings
- Board Meeting Minutes

- FOI Disclosure Log see <http://www.mfs.ky> (Freedom of Information/ Disclosure Log)
- Fixed Asset Register
- Register of Interests
- Contracts Register

If the information that you require is not available in this publication or on our website, as some areas are under construction or awaiting update by the Computer Services Department, please feel free to contact us at:

Ministry of Financial Services and Commerce  
3rd Floor, Government Administration Building  
Grand Cayman KY1-9000  
CAYMAN ISLANDS  
Phone: (345) 244-3179/244-3691/244-6639  
E-mail: [foi.mfs@gov.ky](mailto:foi.mfs@gov.ky)  
Website: <http://www.mfs.ky>

## OUR SERVICES

Refer to Ministry Overview Section of this document.